

**MINUTES OF THE SPECIAL GENERAL MEETING  
SEMIAHMOO PLACE BCS401  
HELD ON OCTOBER 10, 2019**

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**HELD AT 7:00 P.M. IN THE AMENITY ROOM  
15323 17A AVENUE, SURREY, BC**

**CALL TO ORDER**

A Motion was made to have the Property Manager chair the meeting. **Seconded. Carried.**

The meeting was called to order by Johanna Corvera, Gateway Property Management Corporation at 7:00 PM.

**REGISTRATION OF VOTERS AND PROXIES**

Johanna Corvera reported that the quorum requirement was 9 owners represented in person or by proxy in order for the meeting to commence. It was reported that there were **19** strata lots represented in person and by proxies. .

**PROOF OF NOTICE**

The notice of meeting was sent out on **September 20, 2019** which is in compliance with the required amount of time as per the Strata Property Act. A Motion was made to approve that the notice dated **September 20, 2019** was declared as proper Notice of Meeting in accordance with the Strata Property Act. **Seconded. Carried.**

**APPROVAL OF AGENDA**

It was **Moved, Seconded** and **Carried** to approve the agenda for the meeting.

**APPROVAL OF PREVIOUS ANNUAL GENERAL MEETING MINUTES**

It was **Moved, Seconded** and **Carried** to adopt the Minutes of the Annual General Meeting held on **June 4, 2019**.

**$\frac{3}{4}$  VOTE RESOLUTION #1  
THE OWNERS, STRATA PLAN BCS 401  
Bylaw Amendment – Section 4**

**PREAMBLE:** The Strata Council wishes to propose to amend paragraph 4. The Strata Council wishes to amend the current pet bylaw.

**WHEREAS:** The Strata Council of Strata Corporation BCS 401 Semiahmoo Place proposes to make a change to the bylaws as follows;

**AND WHEREAS:** The Strata Council of Strata Corporation BCS 401 Semiahmoo Place requires approval of the owners of Strata Corporation BCS 401 Semiahmoo Place to make a change to the bylaws as follows;

**THEREFORE BE IT RESOLVED THAT:** The Strata Council of Strata Corporation BCS 401 Semiahmoo Place be directed to make the change to the bylaws as follows;

**Current:**

**Pets**

4. An owner, tenant, occupant or visitor must ensure that all animals are leashed and or otherwise secured when on the common property or on land that is a common asset.
  
5. An owner, tenant or occupant must not keep any pets on a strata lot other than one or more of the following:
  - (a) a reasonable number of fish or other small aquarium animals
  - (b) a reasonable number of small indoor mammals;
  - (c) up to 2 caged birds;
  - (d) one dog or one cat.

**Change to:**

**4. Pets**

- 1) An owner, tenant, or occupant must not keep any pets on a strata lot other than one or more of the following:
  - a) A reasonable number of fish or other small aquarium animals;
  - b) A reasonable number of small caged animals;
  - c) Up to 2 caged birds;
  - d) Up to 2 cats or dogs, maximum height 19" from the shoulder
  
- 2) Owner must submit a pet registration form for each pet. Should the owner, tenant, occupant, or visitor acquire a new or additional pet, the owner must complete a new form.
  
- 3) All pets must be spayed or neutered. If there is a reason the pet(s) cannot be spayed or neutered, please provide explanation in writing to the Strata Council.
  
- 4) All pets must be licensed or registered annually in accordance with any existing municipal bylaw.
  
- 5) The owner, tenant, occupant, or visitor must ensure that all animals are leashed or otherwise secured when on the common property or on land that is a common asset.
  
- 6) All dogs and cats must have permanent identification in the form of tattoo or microchip.
  
- 7) The owner, tenant, occupant, or visitor will pick up the pets' waste immediately (and disinfect) from any area on the residential property. Failure to act promptly will be a breach of the Schedule of Standard Bylaws Use of Property 3(2).

**(Reminder: Schedule of Standard Bylaws Use of Property 3 (2): An owner, tenant, occupant, or visitor must not cause damage, other than reasonable wear and tear, to the common property, common assets, or those**

**parts of a strata lot which the strata corporation must repair and maintain under these bylaws or insure under section 149 of the Act.**

- 8) The owner, tenant, occupant, or visitor will maintain a regular flea control and vaccination program appropriate to the type of pet. Should flea infestation from these pet(s) occur on the residential property, the Strata Council may require all owners who use the space to have carpets shampooed and de-fleaed. Failure by the owners to act promptly on the Strata Council's request will be a breach of the Schedule of Standard Bylaws Use of Property 3(2).
- 9) The owner or tenant must act in accordance with Schedule of Standard Bylaws Use of Property 3 (1) (b). If the owner, tenant, occupant, or visitor's pet is disturbing the quiet enjoyment of others, the owner, tenant, occupant, or visitor will remediate the problem in a timely manner through work with a pet trainer, behaviourist, daycare, or sitter/walker at their own expense. If the problem has not been remediated in a timely manner, a bylaw enforcement hearing will be held in accordance with the provisions of the Strata Property Act. At the end of the hearing, the council may take no action, fine the owner, or order the immediate removal of the pet from the strata lot. The owner of the pet will be advised about the outcome of the hearing in writing.
- 10) The owner must ensure that all pets are kept well-groomed, in particular the nails of dogs and cats are kept trimmed to limit potential noise and damage related to pacing or scratching.
- 11) The pets must not be left in the unit if the owner, tenant, occupant, or visitor will be absent from the unit for an extended period of time. If the pets are left in the care of an alternate caregiver in the unit, the name and telephone number of the caregiver must be provided to the Strata Council.
- 12) Prohibited or restricted exotic animals, as defined by the B.C. Wildlife Act Controlled Alien Species Regulation are not permitted as pets.

***End Resolution***

After discussion, a Motion was made to amend resolution #1 **SL03 Moved. SL 25 Carried.** to read as follows:

**Change to:**

**4. Pets**

- 1) An owner, tenant, or occupant must not keep any pets on a strata lot other than one or more of the following:
  - e) A reasonable number of fish or other small aquarium animals;
  - f) A reasonable number of small caged animals;
  - g) Up to 2 caged birds;
  - h) Up to 2 cats or dogs, maximum height 19" from the shoulder
- 2) Owner must submit a pet registration form for each pet. Should the owner, tenant, occupant, or visitor acquire a new or additional pet, the owner must complete a new form.
- 3) All pets must be licensed or registered annually in accordance with any existing municipal bylaw.

- 4) The owner, tenant, occupant, or visitor must ensure that all animals are leashed or under control when on the common property or on land that is a common asset.
- 5) All dogs and cats must have some form of identification in the form of tattoo or microchip, or collar.
- 6) The owner, tenant, occupant, or visitor will pick up the pets' waste immediately (and disinfect) from any area on the residential property. Failure to act promptly will be a breach of the Schedule of Standard Bylaws Use of Property 3(2).

**(Reminder: Schedule of Standard Bylaws Use of Property 3 (2): An owner, tenant, occupant, or visitor must not cause damage, other than reasonable wear and tear, to the common property, common assets, or those parts of a strata lot which the strata corporation must repair and maintain under these bylaws or insure under section 149 of the Act.**

- 7) The owner, tenant, occupant, or visitor will maintain a regular flea control. Should flea infestation from these pet(s) occur on the residential property, the Strata Council may require all owners who use the space to have carpets shampooed and de-fleaed. Failure by the owners to act promptly on the Strata Council's request will be a breach of the Schedule of Standard Bylaws Use of Property 3(2).
- 8) The owner or tenant must act in accordance with Schedule of Standard Bylaws Use of Property 3 (1) (b). If the owner, tenant, occupant, or visitor's pet is disturbing the quiet enjoyment of others, the owner, tenant, occupant, or visitor will remediate the problem in a timely manner through work with a pet trainer, behaviourist, daycare, or sitter/walker at their own expense. If the problem has not been remediated in a timely manner, a bylaw enforcement hearing will be held in accordance with the provisions of the Strata Property Act. At the end of the hearing, the council may take no action, fine the owner, or order the immediate removal of the pet from the strata lot. The owner of the pet will be advised about the outcome of the hearing in writing.
- 9) The owner must ensure that all pets are kept well-groomed, in particular the nails of dogs and cats are kept trimmed to limit potential noise and damage related to pacing or scratching.
- 10) The pets must not be left in the unit if the owner, tenant, occupant, or visitor will be absent from the unit for an extended period of time. If the pets are left in the care of an alternate caregiver in the unit, the name and telephone number of the caregiver must be provided to the Strata Council.
- 11) Prohibited or restricted exotic animals, as defined by the B.C. Wildlife Act Controlled Alien Species Regulation are not permitted as pets.

### ***End Resolution***

A vote was called on  $\frac{3}{4}$  Vote Resolution #1 for amendment.

14 in Favour, 5 Opposed, 0 Abstain

The  $\frac{3}{4}$  Vote Resolution #1 was ***Moved, Seconded and Carried*** as it received the required  $\frac{3}{4}$  vote approval.

**THE OWNERS, STRATA PLAN BCS401  
3/4 VOTE RESOLUTION #2**

**Repair of: Fire Pump, Garage Gate & Landscaping Upgrades**

**SPECIAL ASSESSMENT**

**PREAMBLE**

The fire pump at the property recently failed and it was recommended that the fire pump be replaced; the garage gate also required repairs as it was not working properly. Lastly, there were some areas of the property that required landscaping repairs. The repairs mentioned above were not budgeted for as they were unforeseen expenses. The Strata Council determined that the repairs were necessary and are now presenting the costs to owners for a vote to approve funding for the repair costs.

**WHEREAS:** the cost of the replacement/repair is deemed to be necessary expense;

**AND WHEREAS:** The Strata Corporation BCS401, Semiahmoo Place wish to expense cost of this undertaking in the amount of \$16,620.00.

**AND WHEREAS:** The Strata Council requires approval of the owners of the Strata Corporation BCS401 to raise this amount under Section 108 of the Strata Property Act.

**THEREFORE BE IT RESOLVED** that the Owners of Strata Plan **BCS 401** by way of a  $\frac{3}{4}$  vote of The Owners, Strata Plan BCS 401 (“the Strata Corporation”) at this Special General Meeting hereby raise **\$16,620.00** for the above-mentioned project. The funds are to be raised by way of special assessment, as per the attached schedule. The special assessment shall become due and payable on **November, 30, 2019** upon the passing of this resolution; however, owners may pay this on or before November 30, 2019 without penalty.

In the event of a conveyance of a strata lot subsequent to the passing of the special levy, the vendor, registered owner of title at the time of the passing of the special levy, is responsible for full payment of the special levy.

**END OF RESOLUTION**

Following discussion, a Motion was made to amend Resolution #2, **SL 24 Moved. SL10 Carried.** to state:

The fire pump expenses to be withdrawn from the CRF, and the remainder of the funds to cover the landscaping and garage gate repairs to be a CRF loan that will be repaid during the fiscal year.

A vote was called on  $\frac{3}{4}$  Vote Resolution #2

19 in Favour, 0 Opposed, 0 Abstain

The  $\frac{3}{4}$  Vote Resolution #2 was **Moved, Seconded** and **Carried** as it received the required 3/4 vote approval.

## TERMINATION

There being no further business, it was **SL24 Moved**, **SL 10 Seconded** and **Carried** to terminate the meeting at **7:45 PM**.

**Please retain at least 24 months of Strata Council and General Meeting minutes. Should you decide to sell or re-mortgage your suite, these minutes will be required by the potential purchaser or lending institute. The Property Management Company has copies of the minutes however there will be a charge for obtaining a copy of the minutes.**

Gateway Property Management Corporation  
400-11950-80th Avenue  
Delta, BC V4C 1Y2

Main Switchboard	604 635 5000
Facsimile	604 635 5001
After Hour Emergency:	604 635 5000 (#1)

Silvia Hoogstins – Director, Property Management  
[shoogstins@gatewaypm.com](mailto:shoogstins@gatewaypm.com)  
Direct Line: 604-635-5022

Johanna Corvera – Property Manager  
[jcorvera@gatewaypm.com](mailto:jcorvera@gatewaypm.com)  
Direct Line: 604-635-5070

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**MINUTES OF THE STRATA COUNCIL MEETING  
SEMAIHMUO PLACE, STRATA PLAN BCS 401  
July 2, 2019**

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**Held at 7:00 p.m. in the Semiahmoo Meeting Room**

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**PRESENT:** Wendy Abells Strata Council President & Treasurer  
Samantha Reid Strata Council Vice President

**REGRET(S):** Lorraine Allen Privacy Officer

**PROPERTY MANAGER:** Johanna Corvera Gateway Property Management

**1) CALL TO ORDER**

The meeting was called to order at 7:03 p.m. a quorum being present at the time.

**2) APPROVAL OF THE AGENDA**

Following one amendment, a motion was made to approve the agenda as amended. It was Moved and Seconded **Unanimously Carried.**

**3) APPROVAL OF THE PREVIOUS MEETING MINUTES**

There being no errors or omissions, it was Moved and Seconded that the Minutes of the Council meeting held on April 10, 2019 & June 4, 2019 be approved. **Unanimously Carried**

**4) REPORTS**

**Accounting Statements**

The financial statements for the period of March through May 2019 were reviewed. It was Moved, Seconded, and **Unanimously Carried** to approve the statements.

**Review of Strata Fee Arrears**

Provided for the Strata Council's information was a copy of the arrears report.

**IMPORTANT REMINDER**

Owners are reminded that Strata fees are due payable on the first of every month, without an invoice. A 10% interest will be charged on all outstanding accounts per Strata Corporation's bylaws. Additionally, a lien will be placed against the title of a strata lot if the strata fees are 3 months in arrears. The lien charge is \$450.00 plus applicable taxes, which will be charged to the delinquent owner's account. If the arrears remain unpaid after a lien was placed on the strata lot, the accounts will be sent to lawyers for collections.

**Legal or Civil Resolution Tribunal (CRT) Claims:** To the best of our knowledge, there are no claims to report.

**5) BUSINESS ARISING FROM THE MINUTES**

a) **Fire Sump Pump Repairs:** Rich-Tek Industries Ltd. has been contacted to conduct the required repairs to the fire sump pump. Parts were required to complete the work and they have been ordered; Rich-Tek is scheduled to complete the work July 23<sup>rd</sup> & 24<sup>th</sup>, 2019.

**6) NEW BUSINESS**

a) **Annual Fire Inspection:** Vancouver Fire & Security will be conducting the annual fire safety inspection on July 15<sup>th</sup> and 16<sup>h</sup>, 2019. Unit access is required on July 15<sup>th</sup>; notices will be distributed to all owners. A reminder to please any unauthorized storage from your parking stalls.

- b) **Window Washing:** Provided for the Strata Council's review were two quotes sourced for window washing; the Strata Council requested one more quote and some clarifications on the quotes sourced. Property Manager is to forward all three quotes and the Strata Council to review. The work is to be scheduled in the next month.
- c) **Pet Bylaw Review:** The Strata Council discussed possibly reviewing the current pet bylaw which allows for one pet, and amend it to allow two pets subject to certain conditions. The Strata Council is to further investigate; if the Strata Council proceeds, this will be taken to a Special General Meeting for owners to vote upon the amendment.
- d) **Dryer Vents:** The Strata Council requested the Property Manager obtain one more quote for dryer vent cleaning. Property Manager to forward once available.
- e) **Front Entrance Trees:** The Strata Council discussed that there are a few trees out in the front entrance that require replacement as they are dead. The Strata Council and Property Manager to consult with the landscaper for replacement possibilities.

#### CORRESPONDENCE

- New rate memo was distributed to all owners following the Annual General Meeting.
- A chargeback letter was sent to a unit for work done following a leak.

#### 7) NEXT MEETING

To be scheduled via email.

#### 8) TERMINATION OF THE MEETING

There being no further business, the meeting was terminated at 8:01 p.m.

**Minutes Distribution:** In order to cut the cost of copying and postage, the Strata Council decided that minutes of the Council Meetings will be emailed and posted on Gateway's website in the future. If you wish to receive a hard copy of the minutes, please contact Mercy Mohan at mmohan@gatewaypm.com.

*\*\*\*Please retain at least 24 months of Strata Council and General Meeting minutes. Should you decide to sell or re-mortgage your suite, these minutes will be required by the potential purchaser or lending institute. The Property Management Company has copies of the minutes however there would be a charge for obtaining a copy of the minutes.\*\*\**

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Property Manager  
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# GATEWAY

PROPERTY MANAGEMENT

**MINUTES OF THE ANNUAL GENERAL MEETING  
SEMAIHMUO PLACE BCS 401  
TUESDAY, JUNE 4, 2019  
HELD AT: 6:30 P.M. IN THE MEETING ROOM  
15323 – 17A AVE, SURREY BC.**

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## **CALL TO ORDER**

The meeting was called to order by Johanna Corvera, Gateway Property Management Corporation at 6:40 p.m. A motion was made to allow the Property Manager to help facilitate the meeting.  
**#106 Seconded. #206 Carried.**

## **REGISTRATION OF VOTERS AND PROXIES**

Johanna Corvera reported that the quorum requirement was nine (9) owners represented in person or by proxy in order for the meeting to commence. It was reported that there were 21 strata lots represented in person and by proxy.

## **PROOF OF NOTICE**

The notice of meeting was sent out on **May 15, 2019** which is in compliance with the required amount of time as per the Strata Property Act. The Strata Property Act requires 14 days' notice plus 4 days for delivery plus the day of the meeting and the day the package is sent out for a total of 20 days' notice.

## **APPROVAL OF THE AGENDA**

A **Motion** was made to approve the Agenda as distributed. **#307 Seconded. #202 Carried.**

## **APPROVAL OF THE PREVIOUS ANNUAL GENERAL MEETING MINUTES**

It was **Moved, Seconded and Carried** to adopt the Minutes of the Annual General Meeting held on April 11, 2018.

## **STRATA COUNCIL REPORT**

Council President provided the Ownership with a brief report outlining some of the projects the Strata Council addressed over the past year. For more information, please see attached summary of the maintenance completed in the past year.

## **REPORT ON INSURANCE**

The Property Manager reviewed the 2019-2020 insurance summary with the Owners. It was noted that the insurance is renewed on March 31<sup>st</sup> annually and that each Owner needs to ensure to obtain a copy from Gateway's website and update their home insurance policies accordingly.

The Strata Corporation must obtain and maintain property insurance on common property, common assets, buildings shown on the strata plan, and fixtures built or installed on a strata lot if the fixtures are built or installed by the Owner Developer as part of the original construction of the strata lot.

Fixtures are defined by the Strata Property Regulations as items attached to a building, including floor and wall coverings and electrical and plumbing fixtures, but do not include, if they can be removed without damage to the building, refrigerators, stoves, dishwashers, microwaves, washers, dryers or other items.

The property insurance must be on the basis of full replacement value and insure against major perils, as set out in the Strata Property Regulations, and any other perils specified in the Strata Corporation bylaws. The Strata Corporation must also obtain and maintain insurance against liability for property damage and bodily injury.

The Strata Corporation may obtain and maintain insurance for Council members against their liability and expenses for errors and omissions made in the exercise of their powers and performance of their duties as Council members.

It is recommended by Gateway Property Management that Owners obtain and maintain insurance for any or all of the following (a home Owner's policy):

- Loss or damage to the Owner's strata lot and the fixtures referred to above against perils that are not insured by the Strata Corporation, and for amounts that are in excess of amounts insured by the Strata Corporation (above the strata deductible amounts).
- Fixtures in the Owner's strata lot other than the fixtures referred to above.
- Improvements to fixtures referred to above.
- Loss of rental value of the Owner's strata lot in excess of insurance obtained and maintained by the Strata Corporation.
- Liability for property damage and bodily injury, whether occurring on the Owner's strata lot or on the common property.

It is also recommended that in case of a payout by the Strata Corporation on their insurance policy deductible as a result of damage to an Owner's strata lot or other incident relating to the Strata Corporation, that each Owner purchase insurance protection for any possible charges to them for these deductibles. Please have your insurance broker refer to the Strata Corporation Certificate of Insurance which was distributed with the AGM Notice and be made aware that insurance deductibles on the Strata Corporation policy may change with each annual renewal.

## **APPROVAL OF THE 2019-2020 OPERATING BUDGET**

The Property Manager presented the 2019-2020 proposed budget.

It was **#106 MOVED**, and **#207 SECONDED** to put the proposed budget on floor for discussion.

The proposed budget presented included two options for owners to vote; it included a 10% increase and a 14% increase in strata fees. After discussion, a Motion was made to add a third option for owners to vote.

A Motion was made to include a 20% increase in fees option for voting. **#106 Moved. #207 Carried.**

A vote was called for the 10% option and it was **DEFEATED**

1 in Favour, 20 Opposed, 0 Abstained.

A vote was called for the 14% option and it was **DEFEATED**

3 in Favour, 16 Opposed, 1 Abstained.

A vote was called for the 20% option

15 in Favour, 4 Opposed, 1 Abstained.

It was unanimously **CARRIED** to approve the 20% proposed budget option as amended. The extra funds due to this 20% increase are to be transferred to the CRF.

**Please see attached to these minutes the approved strata fee schedule.**

**¾ VOTE RESOLUTION #1 – DEPRECIATION REPORT WAIVER**

The Property Manager presented the ¾ Vote Resolution #1 which read as follows:

**PREAMBLE:** The new Strata Property Act regulations for depreciation reports have been introduced. Similar to the regulations in other provinces, depreciations reports are now mandatory unless a Strata Corporation exempts itself by a ¾ vote resolution.

**WHEREAS** the Strata Council of the Strata Plan BCS401 is proposing that the Strata Corporation not obtain a depreciation report in the 2019-2020 fiscal year.

**AND WHEREAS** the Owners of Strata Corporation BCS401 must approve by a ¾ vote resolution to waive the requirement to obtain a depreciation report during the 2019-2020 fiscal year.

**BE IT RESOLVED THAT** Strata Corporation BCS401 NOT proceed with obtaining a depreciation report during the 2019-2020 fiscal year.

**END OF RESOLUTION**

It was MOVED (#106), and SECONDED (#207) to approve the ¾ Vote Resolution # as presented.

Following discussion, a vote was called and the results were as follows:

21 In Favor, 0 Opposed, 0 Abstained

**CARRIED**

**¾ VOTE RESOLUTION #1– WITHDRAW FUNDS FROM CRF TO ELIMINATE DEFICIT**

The Property Manager presented the ¾ Vote Resolution #2 which read as follows:

**WHEREAS** the Owners of Strata Plan BCS401 (the “Strata Corporation”) have incurred a deficit in the operating fund in the amount of **\$1,915.63** for the fiscal year ending March 2019.

**AND WHEREAS** the Strata Property act requires that the Strata Corporation eliminates the deficit during the next fiscal year;

**AND WHEREAS** the Strata Council is proposing to withdraw funds from the Contingency Reserve Fund, the specific amount being **\$1,915.63** to eliminate the deficit;

**BE IT RESOLVED AS A ¾ VOTE RESOLUTION OF THE OWNERS OF THE STRATA CORPORATION BCS 401 THAT:** The sum of \$1,915.63 be withdrawn from the Contingency Reserve Fund to eliminate the deficit for the fiscal year ending March 2019.

**END OF RESOLUTION**

It was MOVED (#106), and SECONDED (#207) to approve the ¾ Vote Resolution #2 as presented.

Following discussion, a vote was called and the results were as follows:

21 In Favor, 0 Opposed, 0 Abstained

**CARRIED**

## NEW BUSINESS

- An owner informed the Strata Council that the new landscaper provider in place has not fully removed Meyers tails in the south east gardens. The Strata Council and the Property Manager will follow up with Donnelly Landscaping to ensure the plants are removed as previously requested.
- An owner asked when the window washing would be done and if balcony cleaning was included. The Strata Council informed the owner that each owner is responsible for cleaning of their balcony flooring; however, the Property Manager will obtain pricing from the company doing the windows, so owners that are interested, may sign up and pay the extra fee to have their balconies cleaned.
- An owner inquired about changing the current pet bylaw, which allows for one pet only. The owner would like to have the bylaw amended to allow two pets. The new Strata Council is to further look into this as this vote will have to be presented to owners for voting at a Special General Meeting or at the next Annual General Meeting.
- A Strata Council member briefly discussed the ongoing parking petition to make the front street parking a two hour limit parking space that would be enforced between 8:00 a.m. to 6:00 p.m., as many owners have reported difficulty finding a spot as the street is used up by commuters. The Strata Council member informed that if owners were interested to please sign the petition currently in place.

## ELECTION OF COUNCIL

The current Strata Council was thanked for their time, efforts and commitment. The floor was opened for nominations or volunteers. The following members volunteered or were nominated to the 2019-2020 Strata Council:

<u>NAME</u>	<u>PHONE NUMBER</u>
Wendy Abells	P: 604-619-6805
Lorraine Allen	P: 778-549-3890
Samantha Reid	P: 778-977-0924

The Property Manager then asked three times for further nominations from the floor. The vote was called and It was **MOVED**, **SECONDED** and unanimously **CARRIED** to elect above listed Owners to 2019-2020 Strata Council.

## TERMINATION

There being no further business, it was **#208 MOVED**, **#206 SECONDED** and unanimously **CARRIED** to terminate the meeting at 8:18 p.m.

Minutes Distribution: In order to cut the cost of copying and postage, the Strata Council decided that minutes of the Council Meetings will be emailed and posted on Gateway's website in the future. If you wish to receive a hard copy of the minutes, please contact Mercy Mohan at [mmohan@gatewaypm.com](mailto:mmohan@gatewaypm.com).

\*\*\*Please retain at least 24 months of Strata Council and General Meeting minutes. Should you decide to sell or re-mortgage your suite, these minutes will be required by the potential purchaser or lending institute. The Property Management Company has copies of the minutes however there would be a charge for obtaining a copy of the minutes.\*\*\*

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400-11950-80th Avenue  
Delta, B.C. V4C 1Y2

Main Switchboard  
Fax

(604) 635-5000  
(604) 635-5001

**After Hour Emergency:**

**604-635-5000 (#1)**

Silvia Hoogstins – Director, Property Management  
[shoogstins@gatewaypm.com](mailto:shoogstins@gatewaypm.com)  
Direct Line: 604-635-5022

Johanna Corvera – Property Manager  
[jcorvera@gatewaypm.com](mailto:jcorvera@gatewaypm.com)  
Direct Line: 604-635-5070

**MINUTES OF THE STRATA COUNCIL MEETING  
SEMIAHMOO PLACE, STRATA PLAN BCS 401  
June 4, 2019**

**Held at 8:32 p.m. in the Semiahmoo Meeting Room**

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**IN ATTENDANCE:**

Wendy Abells  
Lorraine Allen  
Samantha Reid

Strata Council President & Treasurer  
Strata Council Privacy Officer & Secretary  
Strata Council Vice President

Johanna Corvera

Gateway Property Management Corporation

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Following the Termination of the Annual General Meeting, newly appointed Council met briefly to appoint positions and discuss most urgent matters. Following are the minutes of this Meeting:

**CALL TO ORDER**

The meeting was called to order at 8:32 p.m. by the Property Manager

**AGENDA**

Council agreed that the following matters be on the agenda for discussion:

**ELECTION OF STRATA COUNCIL POSITIONS**

Council Moved, Seconded, and unanimously Carried that following positions be appointed

Wendy Abells  
Lorraine Allen  
Samantha Reid

President & Treasurer  
Secretary & Privacy Officer  
Vice President/ Fobs & Keys

**Fire Sump Pump Repairs**

The Property Manager is to follow up with Rich Tek for scheduling of repairs as per approved quote. The Property Manager will provide the newly elected Strata Council an update and arrange for access as required.

**GENERAL MAINTENANCE ITEMS**

Following general maintenance items were discussed:

- Property Manager to obtain quotes for window cleaning and power washing
- Annual Fire Inspection is due; Property Manager will obtain a quote and arrange for scheduling.

**TERMINATION OF THE MEETING AND NEXT COUCNIL MEETING**

With no further business to discuss, the Meeting was terminated at 8:50p.m.

The next meeting will be held on **Tuesday, July 2, 2019 at 7:00 p.m.** in the meeting room.

## 2018/2019 FISCAL YEAR - MAINTENANCE, REPAIRS & PROJECTS

### REGULAR MAINTENANCE:

- SURREY FIRE SERVICE – annual building inspection
- COLUMBIA IRRIGATION – gardens sprinkler system de winterizing & winterizing
- SPECTRUM SECURITY – annual security system testing
- VANCOUVER FIRE – annual alarm testing
- CULLEN & RICH TEK - diesel fire pump service
- CLOVER CLEAN – window washing
- SERVICE MASTER – dryer vent cleaning
- ASHTON – semi annual HVAC check
- HARVARD ROOFING – annual roof inspection
- PRECISION GATE – parkade gate inspection
- KONE ELEVATORS – monthly elevator service

### REPAIRS:

- PRIORITY LOCKSMITHS – west parkade door lock & unit 301 door strike plate (security)
- PRIORITY LOCKSMITHS – eastern stairwell door and parkade entrance door (attempted break in)
- PRIORITY LOCKSMITHS – eastern stairwell door plate & eastern garden gate (security)
- PRECISION GATE – replaced faulty parkade gate receiver & supplied new fobs for strata
- PRECISION GATE – repaired broken coil spring on parkade gate
- ASHTON – western roof HVAC fan motor replacement
- ASHTON – parkade storm pump repair
- ASHTON – replace eastern roof HVAC blower motor bearings
- KONE ELEVATORS – call out repairs to the elevator
- RICH TEK – repairs to diesel fire pump
- VANCOUVER FIRE – diesel fire pump block heater

### PROJECTS:

- GARDENS – 30 yards of soil amender applied to gardens, and new shrubs for front planter boxes. Landscaper was changed in October, due to below par service. Donnelly Landscaping was appointed by council after perusing three service quotes.
- CARPET REPLACEMENT – carpet replacement on second and fourth floor hallways
- SNOW REMOVAL – electric snow blower & cable purchased for the complex
- SOUTH WEST GARDEN DRAINAGE ISSUE – This area has been flooding every rainy season over the past years. In order to address this issue, firstly, ASHTON performed cleaning of catch basin and sumps using a pumper truck. This did not solve the issue. ASHTON then performed a camera inspection of the drainage pipes in the S/W garden. These pipes led out to the garden wall at the road and there they ended without draining water from the garden. After three quotes were submitted to council, PACIFIC WESTERN PLUMBING laid a fresh drainage pipe to this garden, as well as connecting a roof down pipe into the system.



**BFL CANADA Insurance Services Inc.**  
 1177 West Hastings Street, Suite 200  
 Vancouver, British Columbia V6E 2K3  
 Tel.: 604-669-9600  
 Fax: 604-683-9316  
 Toll Free: 1-866-669-9602

**DECLARATION PAGE**  
 (CERTIFICATE OF INSURANCE)

Previous Policy No. BFL04BCS0401 Renewal Policy No. BFL04BCS0401

<b>NAMED INSURED</b>	The Owners, Strata Plan BCS401, acting on their own behalf or as a Strata Corporation &/or as Trustees or Agents on behalf of all Registered Unit Owners		
<b>MAILING ADDRESS</b>	Gateway Property Management Corporation (As Property Manager) 400 - 11950 80th Avenue, Delta, BC V4C 1Y2		
<b>POLICY PERIOD</b>	From: March 31, 2019	To: March 31, 2020	
<b>INSURED LOCATION</b>	12:01 a.m. standard time at the location of the premises as to each of the said dates 15323 17A Avenue, Surrey, BC V4A 1V4 SEMIAHMOO PLACE		
<b>CONSTRUCTION</b>	Frame	4 Storeys	1 Building
<b>OCCUPIED BY INSURED AS</b>	29 Residential Units 0 Commercial Unit		

Insurance is provided, subject to the Declarations, Terms, Conditions of the policy and its Riders, only for which specific Riders are attached and for which a specific limit or annotation is shown hereunder.

INSURING AGREEMENT		DEDUCTIBLE	LIMIT
<b>SECTION I - PROPERTY BFLSPW0001REV1015BC(Rev17Nov2016) - (Appraisal Date: April 1, 2019)</b>			
A.	All Property - All Risks, Blanket By-Laws, Stated Amount Co-Insurance, Replacement Cost, 130% Extended Replacement Cost.		\$ 8,465,000
	All Risks	\$ 2,500	
	Sewer Backup Damage	\$ 10,000	
	Water Damage	\$ 10,000	
	Earthquake Damage (Annual Aggregate not to exceed 130% of the Policy Limit)	% 10	
	Flood Damage (Annual Aggregate not to exceed 130% of the Policy Limit)	\$ 25,000	
	Lock & Key	\$ 250	\$ 50,000
	Additional Living Expenses - Per Unit		\$ 50,000
	Additional Living Expenses - Annual Aggregate		\$ 1,000,000
B.	Business Interruption (Gross Rents), 100% Co-Insurance, Indemnity Period (Months) : N/A	N/A	Not Covered
<b>SECTION I.I - EXCESS PROPERTY (BFL Manuscript) - (Appraisal Date: April 1, 2019)</b>			
	Limit of Liability - 20% of All Property Limit under Section I, Excess of 130% Extended Replacement Cost with respect to Section I - Sub Section A		Included
	- Earthquake and Flood limit in the annual aggregate not to exceed 20% of All Property Limit under Section I Combined Extended Replacement Cost (Section I and I.I): 150% of Appraised Value		\$ 14,197,500
	Excess Property Extensions up to \$5,000,000		Included
<b>SECTION II - CRIME (Form AGCS-PM 1001 CANADA 12-17)</b>			
I.	Broad Form Money and Securities		
	Inside Loss	Nil	\$ 30,000
	Outside Loss	Nil	\$ 30,000
II.	Comprehensive Dishonesty, Counterfeiting, Forgery and Fraud		
	Employee Dishonesty - Form A - Including Property Manager and Elected Officer Theft	Nil	\$ 30,000
	Money Orders and Counterfeit Paper Currency	Nil	\$ 30,000
	Depositors Forgery	Nil	\$ 30,000
	Computer Fraud or Funds Transfer Fraud	Nil	\$ 30,000
	Credit Card Forgery	Nil	\$ 30,000
<b>SECTION III - COMMERCIAL GENERAL LIABILITY (Form AGCS-PM 1001 CANADA 12-17)</b>			
A.	Bodily Injury & Property Damage Liability - Per Occurrence	\$ 1,000	\$ 5,000,000
	Products and Completed Operations Aggregate	\$ 1,000	\$ 5,000,000
B.	Personal and Advertising Injury Liability		\$ 5,000,000
C.	Medical Payments - Per Person		\$ 25,000
D.	Tenants Legal Liability (Broad Form)	\$ 1,000	\$ 1,000,000
	Non-Owned Automobile Endorsement SPF #6	\$ 1,000	\$ 5,000,000
	Excluding Long Term Leased Vehicle Endorsement SEF #99		Included
	Legal Liability For Damage To Hired Automobiles Endorsement SEF #94	\$ 1,000	\$ 50,000
	Contractual Liability Endorsement SEF #96		Included
	Employee Benefit Liability (Form Number V 1.2 - 201503)		\$ 1,000,000
	Sudden and Accidental Pollution Endorsement (Form AGCS-PML-E-CGL0014-PKG0001 CANADA 04-16)	\$ 5,000	\$ 1,000,000
<b>SECTION IV - CONDOMINIUM DIRECTORS &amp; OFFICERS LIABILITY (Form D51100C (07/13))</b>			
	Claims Made Form - Including Property Manager	Nil	\$ 2,000,000
	Privacy Event Expenses	Nil	\$ 50,000
	Cyber Liability	Nil	\$ 50,000

**This Policy contains a clause(s) which may limit the amount payable.**

SUBSCRIPTION





**BFL CANADA Insurance Services Inc.**  
 1177 West Hastings Street, Suite 200  
 Vancouver, British Columbia V6E 2K3  
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INSURING AGREEMENT	DEDUCTIBLE	LIMIT
<b>SECTION V - BLANKET GLASS - Includes Lobby Glass (Form 2294 (03/2010))</b>		
Residential	\$ 100	Blanket
Commercial	\$ 250	
Canopy	\$ 500	
<b>SECTION VI - EQUIPMENT BREAKDOWN 70107-(Revision 06-2016)</b>		
BM31V2: Standard Comprehensive Form including Production Machines and Electronic Equipment - Direct Damage including Repair or Replacement, By-Laws, Service Interruption - Coverage Extensions for Section VI: As per Master Policy - Deductible Waiver Endorsement (for losses in excess of \$25,000)	\$ 1,000	\$ 8,465,000
BM34: Extra Expense – 100% available in first month - Additional Living Expenses Endorsement - Per Unit	24 Hour Waiting Period	\$ 1,000,000
- Additional Living Expenses Endorsement - Annual Aggregate		\$ 25,000
BM33: Loss of Profits – Rents, Indemnity Period (Months): N/A	N/A	\$ 1,000,000
		Not Covered
<b>SECTION VII - ENVIRONMENTAL LIABILITY (Claims Made (BFL Manuscript 10-17))</b>		
Each Incident Limit - Insuring Agreements A-G	\$ 10,000	\$ 1,000,000
Business Interruption - Insuring Agreement H	5 Days	\$ 250,000
Policy Aggregate		\$ 5,000,000
<b>SECTION VIII - VOLUNTEER ACCIDENT (Form ACEGI-IC-0307)</b>		
Principal Sum.	See Policy Wordings	\$ 100,000
<b>SECTION IX - LEGAL EXPENSES (DAS BFL Manuscript)</b>		
Each Event	Nil	\$ 300,000
Annual Aggregate.		\$ 1,500,000
<b>SECTION X - TERRORISM (Form LMA3892 (Amended))</b>		
Per Occurrence.	\$ 1,000	\$ 350,000
Annual Aggregate		\$ 350,000
<b>SECTION XI - BLANKET COVERAGE (BFL Manuscript)</b>		
Excess Employee Dishonesty - Including Property Manager and Elected Officer Theft	See Policy Wordings	\$ 970,000
Excess Commercial General Liability - SubSections A & B and Endorsement SPF #6	See Policy Wordings	\$ 25,000,000
Excess Condominium Directors & Officers Liability	See Policy Wordings	\$ 18,000,000
Excess Volunteer Accident	See Policy Wordings	\$ 900,000
Excess Legal Expenses	See Policy Wordings	\$ 700,000
- Annual Aggregate		\$ 3,500,000
<b>LOSS IF ANY PAYABLE TO:</b>	All Registered Unit Owners &/or other Mortgagees as their interest may appear and as shown in the Land Registration District Office applicable to the said Property. (The Standard Mortgage Clause is applicable unless Special Mortgage Clause attached)	
<b>TOTAL PREMIUM PAYABLE</b>		\$ 21,086.00



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**LIST OF INSURERS/SERVICE PROVIDERS**

Insurance Company/Service Provider	Section	Participation	Master Wording No.
AIG Insurance Company of Canada	PROPERTY	22.5%	BFLSPW001
Allianz Insurance Company	PROPERTY CRIME COMMERCIAL GENERAL LIABILITY BLANKET GLASS - Includes Lobby Glass ENVIRONMENTAL LIABILITY	17.5% 100% 100% 100% 100%	BFLSPW001 CAL000780170 (Policy)
Binding Authority B0713PRPNA1901175 underwritten by certain underwriters at Lloyd's	TERRORISM	100%	
Binding Authority B0713SPRGL1801012 underwritten by certain underwriters at Lloyd's	BLANKET COVERAGE	100%	SPRGL1601012
Chubb Life Insurance Company of Canada	VOLUNTEER ACCIDENT	100%	50078301 (Policy)
Continental Casualty Company (CNA Canada)	PROPERTY	10%	BFLSPW001
DAS Legal Protection Insurance Company Limited	LEGAL EXPENSES	100%	BSP/0008363
Great American Insurance Group	CONDOMINIUM DIRECTORS & OFFICERS LIABILITY	100%	D51100C
Intact Insurance Company of Canada	EQUIPMENT BREAKDOWN	100%	
Liberty International Underwriters Canada (a division of Liberty Mutual Insurance Company)	EXCESS PROPERTY	100%	CPT0AA4KUL019 (Policy)
Royal & Sun Alliance Insurance Company of Canada	PROPERTY	15%	BFLSPW001
Starr Insurance & Reinsurance Limited	PROPERTY	25%	BFLSPW001
Westport Insurance Corporation	PROPERTY	10%	BFLSPW001

This Certificate is not valid unless countersigned by an Authorized Representative of the Insurer(s).

**BFL CANADA Insurance Services Inc.**

E. & O.E.

Date: March 18, 2019

*GMU all*

AUTHORIZED REPRESENTATIVE

*[Signature]*

COUNTERSIGNED AUTHORIZED REPRESENTATIVE

**SEMAHMOO PLACE PROPOSED FEE SCHEDULE  
STRATA CORPORATION BCS 401  
CONDOMINIUM FEES (20% INCREASE)  
EFFECTIVE APRIL 01, 2019**

Suite #	Strata Lot	Unit Entitlement	Current Fee	Operating Contribution	CRF Contribution	Approved Strata Fee	Retro April/May/June	July EFT EFT Incl. Retro	August EFT
101	4	90	\$ 341.62	\$ 335.01	\$ 74.93	\$ 409.94	\$ 204.96	\$ 614.90	\$ 409.94
102	1	90	\$ 341.62	\$ 335.01	\$ 74.93	\$ 409.94	\$ 204.96	\$ 614.90	\$ 409.94
103	5	70	\$ 265.70	\$ 260.57	\$ 58.28	\$ 318.85	\$ 159.45	\$ 478.30	\$ 318.85
104	2	93	\$ 353.01	\$ 346.18	\$ 77.43	\$ 423.61	\$ 211.80	\$ 635.41	\$ 423.61
105	6	74	\$ 280.89	\$ 275.45	\$ 61.61	\$ 337.06	\$ 168.51	\$ 505.57	\$ 337.06
106	3	90	\$ 341.62	\$ 335.01	\$ 74.93	\$ 409.94	\$ 204.96	\$ 614.90	\$ 409.94
107	7	90	\$ 341.62	\$ 335.01	\$ 74.93	\$ 409.94	\$ 204.96	\$ 614.90	\$ 409.94
201	12	90	\$ 341.62	\$ 335.01	\$ 74.93	\$ 409.94	\$ 204.96	\$ 614.90	\$ 409.94
202	8	90	\$ 341.62	\$ 335.01	\$ 74.93	\$ 409.94	\$ 204.96	\$ 614.90	\$ 409.94
203	13	82	\$ 311.25	\$ 305.23	\$ 68.27	\$ 373.50	\$ 186.75	\$ 560.25	\$ 373.50
204	9	92	\$ 349.21	\$ 342.45	\$ 76.60	\$ 419.05	\$ 209.52	\$ 628.57	\$ 419.05
205	14	88	\$ 334.03	\$ 327.56	\$ 73.27	\$ 400.83	\$ 200.40	\$ 601.23	\$ 400.83
206	10	92	\$ 349.21	\$ 342.45	\$ 76.60	\$ 419.05	\$ 209.52	\$ 628.57	\$ 419.05
207	15	90	\$ 341.62	\$ 335.01	\$ 74.93	\$ 409.94	\$ 204.96	\$ 614.90	\$ 409.94
208	11	90	\$ 341.62	\$ 335.01	\$ 74.93	\$ 409.94	\$ 204.96	\$ 614.90	\$ 409.94
301	20	90	\$ 341.62	\$ 335.01	\$ 74.93	\$ 409.94	\$ 204.96	\$ 614.90	\$ 409.94
302	16	90	\$ 341.62	\$ 335.01	\$ 74.93	\$ 409.94	\$ 204.96	\$ 614.90	\$ 409.94
303	21	82	\$ 311.25	\$ 305.23	\$ 68.27	\$ 373.50	\$ 186.75	\$ 560.25	\$ 373.50
304	17	92	\$ 349.21	\$ 342.45	\$ 76.60	\$ 419.05	\$ 209.52	\$ 628.57	\$ 419.05
305	22	88	\$ 334.03	\$ 327.56	\$ 73.27	\$ 400.83	\$ 200.40	\$ 601.23	\$ 400.83
306	18	92	\$ 349.21	\$ 342.45	\$ 76.60	\$ 419.05	\$ 209.52	\$ 628.57	\$ 419.05
307	23	90	\$ 341.62	\$ 335.01	\$ 74.93	\$ 409.94	\$ 204.96	\$ 614.90	\$ 409.94
308	19	90	\$ 341.62	\$ 335.01	\$ 74.93	\$ 409.94	\$ 204.96	\$ 614.90	\$ 409.94
401	27	95	\$ 360.60	\$ 353.63	\$ 79.09	\$ 432.72	\$ 216.36	\$ 649.08	\$ 432.72
402	24	95	\$ 360.60	\$ 353.63	\$ 79.09	\$ 432.72	\$ 216.36	\$ 649.08	\$ 432.72
403	28	113	\$ 428.92	\$ 420.63	\$ 94.08	\$ 514.71	\$ 257.37	\$ 772.08	\$ 514.71
404	25	126	\$ 478.27	\$ 469.02	\$ 104.90	\$ 573.92	\$ 286.95	\$ 860.87	\$ 573.92
405	29	95	\$ 360.60	\$ 353.63	\$ 79.09	\$ 432.72	\$ 216.36	\$ 649.08	\$ 432.72
406	26	95	\$ 360.60	\$ 353.63	\$ 79.09	\$ 432.72	\$ 216.36	\$ 649.08	\$ 432.72
<b>Totals</b>		<b>2,644</b>	<b>10,036.03</b>	<b>9,841.87</b>	<b>2,201.30</b>	<b>12,043.17</b>	<b>3,582.30</b>	<b>15,625.47</b>	<b>12,043.17</b>

120,432.36    \$    118,102.44    \$    26,415.60    \$    144,518.04

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**MINUTES OF THE STRATA COUNCIL MEETING  
SEMAHMOO PLACE, STRATA PLAN BCS 401  
April 10, 2019**

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**Held at 7:00 p.m. in the Semiahmoo Meeting Room**

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**PRESENT:** Chris Laing President  
Donna Marshall Council Vice - President  
Wendy Abells Treasurer, Secretary  
Lorraine Allen Privacy Officer

**PROPERTY MANAGER:** Johanna Corvera Gateway Property Management

**1) CALL TO ORDER**

The meeting was called to order at 7:03 p.m. a quorum being present at the time.

**2) APPROVAL OF THE AGENDA**

Following one amendment, a motion was made to approve the agenda as amended. It was Moved and Seconded **Unanimously Carried.**

**3) APPROVAL OF THE PREVIOUS MEETING MINUTES**

There being no errors or omissions, it was Moved and Seconded that the Minutes of the Council meeting held on January 28, 2019 be approved. **Unanimously Carried**

**4) REPORTS**

**Financial Statements**

The financial statements for the period of January & February 2019 were reviewed. It was Moved, Seconded, and **Unanimously Carried** to approve the statements.

**Review of Strata Fee Arrears**

At the time of the meeting there was one unit in arrears; one Owner \$50.00 for a Fob charge. Council directed the Property Manager to follow up with the Owner for payment of the arrears.

**IMPORTANT REMINDER**

Owners are reminded that Strata fees are due payable on the first of every month, without an invoice. A 10% interest will be charged on all outstanding accounts per Strata Corporation's bylaws. Additionally, a lien will be placed against the title of a strata lot if the strata fees are 3 months in arrears. The lien charge is \$450.00 plus applicable taxes, which will be charged to the delinquent owner's account. If the arrears remain unpaid after a lien was placed on the strata lot, the accounts will be sent to lawyers for collections.

**Legal or Civil Resolution Tribunal (CRT) Claims:** To the best of our knowledge, there are no claims to report.

**5) BUSINESS ARISING FROM THE MINUTES**

- a) **Perimeter Drain Cleaning:** Further work was required to rectify the perimeter drainage problem in the south west garden, as previous drain cleaning revealed that drainage was not good enough in this garden. Ashton Service Group submitted a quote. The Strata Council instructed the Property Manager obtain two additional quotes for comparison. After reviewing the additional quotes, the Strata Council approved via email Pacific Western Plumbing & Drainage quote in the amount of \$2,887.50. The Strata Council ratified their email decision at the meeting.
- b) **Lack of Street Parking – City of Surrey:** The Strata Council brought up the concern raised by a few owners regarding the amount of parking available on the street. Many owners have witnessed commuters taking up the parking. The Strata Council instructed the Property Manager reach out to

the City of Surrey for recommendations on how the Strata Corporation could start a petition so that the street parking is regulated by two or three hour limit parking. The Property Manager and a Strata Council member continue to work on this item.

- c) **Budget & Annual General Meeting:** Provided for the Strata Council's review was a copy of the proposed budget for upcoming fiscal year. The Property Manager and the Strata Council will continue to work on a few budget items and will work on putting together an agenda for the Annual General Meeting based on the Strata Corporation's needs. Please watch for Notices that will be distributed in accordance with the Strata Property Act.

6) **NEW BUSINESS**

- a) **Water Escape Fourth Floor Unit:** Management and the Strata Council received reports that a unit on the fourth floor had a minor water escape situation. The owner of the unit has made arrangements with restoration contractors to complete the repairs to their unit and the affected unit below. The Property Manager to follow up with both owners and obtain status of repairs to both units.
- b) **Diesel Fire Pump Servicing:** The diesel fire pump was due for its annual fire pump diesel engine system inspection. The Property Manager arranged for Cullen Diesel to attend and service accordingly.
- c) **Break-in Door Repaired:** There was an attempted break – in and one of the property doors was damaged. The Strata President arranged for a locksmith to attend and repair the door as necessary. The Strata Council wishes to remind all owners that propping of doors is not permitted. Please make sure that the door fully closes behind you. Emergency exit doors are to be used for emergency exits only. As a security measure, please be vigilant and do not allow anyone in the building.

**CORRESPONDENCE**

There was no correspondence to discuss.

7) **NEXT MEETING**

The next meeting will be the Annual General Meeting. To be scheduled via email.

8) **TERMINATION OF THE MEETING**

There being no further business, the meeting was terminated at 8:15 p.m.

**Minutes Distribution:** In order to cut the cost of copying and postage, the Strata Council decided that minutes of the Council Meetings will be emailed and posted on Gateway's website in the future. If you wish to receive a hard copy of the minutes, please contact Mercy Mohan at mmohan@gatewaypm.com.

**\*\*\*Please retain at least 24 months of Strata Council and General Meeting minutes. Should you decide to sell or re-mortgage your suite, these minutes will be required by the potential purchaser or lending institute. The Property Management Company has copies of the minutes however there would be a charge for obtaining a copy of the minutes.\*\*\***

Gateway Property Management Corporation  
400-11950-80th Avenue  
Delta, B.C.  
V4C 1Y2

Main Switchboard  
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Property Manager  
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Silvia Hoogstins  
Director of Property Management  
[shoogstins@gatewaypm.com](mailto:shoogstins@gatewaypm.com)

(604) 635-5052

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**MINUTES OF THE STRATA COUNCIL MEETING  
SEMAIHMUO PLACE, STRATA PLAN BCS 401  
January 28, 2019**

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**Held at 7:00 p.m. in the Semiahmoo Meeting Room**

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**PRESENT:** Chris Laing President  
Donna Marshall Council Vice - President  
Wendy Abells Treasurer, Secretary  
Lorraine Allen Privacy Officer

**PROPERTY MANAGER:** Johanna Corvera Gateway Property Management

**1) CALL TO ORDER**

The meeting was called to order at 7:02 p.m. a quorum being present at the time.

**2) APPROVAL OF THE AGENDA**

Following one amendment, a motion was made to approve the agenda as amended. It was Moved and Seconded **Unanimously Carried.**

**3) APPROVAL OF THE PREVIOUS MEETING MINUTES**

There being no errors or omissions, it was Moved and Seconded that the Minutes of the Council meeting held on November 14, 2018 be approved. **Unanimously Carried**

**4) REPORTS**

**Financial Statements**

The financial statements for the period of October 2018 through December 2018 were reviewed. It was Moved, Seconded, and **Unanimously Carried** to approve the statements.

**Review of Strata Fee Arrears**

At the time of the meeting there were two units in arrears. One Owner \$50.00 for a Fob charge. The other Owner \$977.16 owing for a plumbing repair charge back. Council directed the Property Manager to follow up with the Owners for payment of the arrears.

**IMPORTANT REMINDER**

Owners are reminded that Strata fees are due payable on the first of every month, without an invoice. A 10% interest will be charged on all outstanding accounts per Strata Corporation's bylaws. Additionally, a lien will be placed against the title of a strata lot if the strata fees are 3 months in arrears. The lien charge is \$450.00 plus applicable taxes, which will be charged to the delinquent owner's account. If the arrears remain unpaid after a lien was placed on the strata lot, the accounts will be sent to lawyers for collections.

**Legal or Civil Resolution Tribunal (CRT) Claims:** To the best of our knowledge, there are no claims to report.

**5) BUSINESS ARISING FROM THE MINUTES**

- a) **Carpet Replacement in 2<sup>nd</sup> & 4<sup>th</sup> Floor Hallways Minor Repairs:** The project has been completed. However, it was reported that the carpet by the elevator was stripping away. The Property Manager contacted Ploutos Enterprise and arrangements were made to install a metal plate over the carper to prevent any future damage.
- b) **Perimeter Drain Cleaning:** The Strata Council had approved Ashton Service Group quote in the amount of \$1,637.58 for additional work that was revealed during the camera inspection of the drains. However, it has been discovered that the drains come to a dead end and work is required to connect the piping to nearby drainage. Provided for the Strata Council's review was a quote Ashton

- c) Service Group submitted. The Strata Council has requested the Property Manager obtain two more quotes. The Property Manager will work on arranging site meetings with two more contractors.

6) **NEW BUSINESS**

- a) **Lack of Street Parking – City of Surrey:** The Strata Council discussed the recent concerns brought forward by a few owners. It has been noted that there is very limited street parking available throughout the day, as commuters have been witnessed parking their vehicles on the street and taking the bus. The Strata Council along with the Property Manager will work on filing a petition to the City of Surrey and ask the City if they can place two hour parking signs throughout the street.
- b) **Budget & Annual General Meeting:** The Strata Council and the Property Manager will work on putting together the proposed budget for the upcoming fiscal year and the agenda for the AGM based on the needs and recommendations of the Strata Corporation.

**CORRESPONDENCE**

There was no correspondence to discuss.

7) **NEXT MEETING**

The next meeting has been tentatively scheduled for Monday, April 8<sup>th</sup>, 2019 at 7:00 p.m.

8) **TERMINATION OF THE MEETING**

There being no further business, the meeting was terminated at 7:45 p.m.

**Minutes Distribution:** In order to cut the cost of copying and postage, the Strata Council decided that minutes of the Council Meetings will be emailed and posted on Gateway's website in the future. If you wish to receive a hard copy of the minutes, please contact Mercy Mohan at mmohan@gatewaypm.com.

***\*\*\*Please retain at least 24 months of Strata Council and General Meeting minutes. Should you decide to sell or re-mortgage your suite, these minutes will be required by the potential purchaser or lending institute. The Property Management Company has copies of the minutes however there would be a charge for obtaining a copy of the minutes.\*\*\****

Gateway Property Management Corporation  
400-11950-80th Avenue  
Delta, B.C.  
V4C 1Y2

Main Switchboard  
Fax

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(604) 635-5001

(604) 635-5070

(604) 635-5052

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**MINUTES OF THE STRATA COUNCIL MEETING  
SEMAIHMUO PLACE, STRATA PLAN BCS 401  
November 14, 2018**

---

**Held at 7:00 p.m. in the Semiahmoo Meeting Room**

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**PRESENT:** Chris Laing President  
Donna Marshall Council Vice - President  
Wendy Abells Treasurer, Secretary  
Lorraine Allen Privacy Officer

**PROPERTY MANAGER:** Tanja Durik Gateway Property Management  
Johanna Corvera Gateway Property Management

**1) CALL TO ORDER**

The meeting was called to order at 7:00 p.m. a quorum being present at the time.

**2) APPROVAL OF THE AGENDA**

Following one amendment, a motion was made to approve the agenda as amended. It was Moved and Seconded **Unanimously Carried.**

**3) APPROVAL OF THE PREVIOUS MEETING MINUTES**

There being no errors or omissions, it was Moved and Seconded that the Minutes of the Council meeting held on January 15<sup>th</sup>, 2018 and April 11<sup>th</sup>, 2018 be approved. **Unanimously Carried**

**4) REPORTS**

**Financial Statements**

The financial statements for the period of December 2017 to September 2018 were reviewed. It was Moved, Seconded, and **Unanimously Carried** to approve the statements subject to two adjustments. The Property Manager is to communicate with the Accounting department to have the financial statements reflect the adjustments. The Strata Council discussed the invoice that was on hold for the former landscaping company, Land Escape; after review and discussion, it was Moved, Seconded, and **Unanimously Carried** to release payment for the last month of service invoice, October 2018.

**Review of Strata Fee Arrears**

At the time of the meeting there were two units in arrears. One Owner \$50.00 for a Fob charge. The other Owner \$977.16 owing for a plumbing repair charge back. Council directed the Property Manager to follow up with the Owners for payment of the arrears.

**IMPORTANT REMINDER**

Owners are reminded that Strata fees are due payable on the first of every month, without an invoice. A 10% interest will be charged on all outstanding accounts per Strata Corporation's bylaws. Additionally, a lien will be placed against the title of a strata lot if the strata fees are 3 months in arrears. The lien charge is \$450.00 plus applicable taxes, which will be charged to the delinquent owner's account. If the arrears remain unpaid after a lien was placed on the strata lot, the accounts will be sent to lawyers for collections.

**Legal or Civil Resolution Tribunal (CRT) Claims:** To the best of our knowledge, there are no claims to report.

**5) BUSINESS ARISING FROM THE MINUTES**

a) **Landscaping Improvements:** Council approved via email a quote in the cost of \$2,425.50 for adding an additional 30 yards of soil to garden beds, and an additional \$1,417.50 for removal of dead plants and replanting. The Council ratified their email decision to approve the work and the mentioned costs.



- b) **Carpet Installation on Floors 2&4:** The project has now been complete and payment was issued to Ploutos Enterprise. The Council ratified their email decision to approve the work.
- c) **Perimeter Drain Cleaning:** The Council discussed various quotes for perimeter drain cleaning and camera scope as previous work done by a general contractor was not successful in clearing the drains. Ashton Service Group was retained to perform the cleaning at a cost of \$2,916.98. The drains were cleaned on October 30<sup>th</sup> and the camera inspection was done November 2<sup>nd</sup>, 2018. The camera inspection revealed that two lines are completely plugged from years of buildup, and require additional work at a cost of \$1,637.58. The Council approved the additional cost via email, and their email decision was ratified at the meeting.

**6) NEW BUSINESS**

- a) **Completed Maintenance and Inspections:** The following maintenance and inspections were completed since last meeting:
- Annual Fire Inspection: completed May 17<sup>th</sup> & May 18<sup>th</sup>, 2018
  - Annual Roof Inspection: completed by Harvard Industries. Minor maintenance work in the amount of \$1,198.30 + GST; this work was approved via email and the Council unanimously ratified their decision at the meeting.
  - Window Cleaning: Clover Clean completed the window washing and exterior balcony railing on July 11<sup>th</sup>, 2018. The Council unanimously ratified their email decision as the contract was approved via email. The cost of work was \$1,065.75.
  - Dryer Vent & Central Air Cleaning: ServiceMaster completed the work on July 20<sup>th</sup>, 2018 at a cost of \$1,366.05; same cost as last year.
- b) **New Landscaper Service Provider:** After review and discussion, the Council awarded the landscaping contract to Donnelly Landscaping. Donnelly Landscaping commenced their services on November 1<sup>st</sup>, 2018 at a monthly cost of \$1,485.00 + GST. The Council unanimously approved awarding the contract to Donnelly Landscaping via email; their decision was ratified at the meeting.
- c) **Snow Removal:** The Council and Management discussed the need to have a snow removal plan for the upcoming winter season. The Council informed the Property Manager that snow removal will be done on a volunteer basis as done in previous years. The Strata President presented the Council with the option of purchasing an electric snow blower from Walmart at a cost of \$138. It was Moved, Seconded, and **Unanimously Carried** to purchase the electric snow blower.
- d) **Move In/Out:** The Council brought it to the Management's attention that move in/out procedures are not consistently followed. Management is to issue a short moving procedure summary to new Owners so that the proper procedures are followed
- e) **Property Manager Change:** The Council was advised that Tanja Durik will no longer be the Property Manager. Effective immediately, the new Property Manager will be Johanna Corvera; contact details are below.

**CORRESPONDENCE**

There was no correspondence to discuss.

**7) NEXT MEETING**

The next meeting is scheduled for Monday, January 28<sup>th</sup>, 2019 at 7:00 p.m.

**8) TERMINATION OF THE MEETING**

There being no further business, the meeting was terminated at 7:47 p.m.

**Minutes Distribution:** In order to cut the cost of copying and postage, the Strata Council decided that minutes of the Council Meetings will be emailed and posted on Gateway's website in the future. If you wish to receive a hard copy of the minutes, please contact Mercy Mohan at [mmohan@gatewaypm.com](mailto:mmohan@gatewaypm.com).

*\*\*\*Please retain at least 24 months of Strata Council and General Meeting minutes. Should you decide to sell or re-mortgage your suite, these minutes will be required by the potential purchaser or lending institute. The Property Management Company has copies of the minutes however there would be a charge for obtaining a copy of the minutes.\*\*\**

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# GATEWAY PROPERTY MANAGEMENT CORPORATION

**MINUTES OF THE ANNUAL GENERAL MEETING  
SEMIAHMOO PLACE BCS 401  
WEDNESDAY, APRIL 11, 2018  
HELD AT: 6:30 P.M. IN THE MEETING ROOM  
15323 – 17A AVE, SURREY BC.**

**ATTENDANCE:** 23 Owners represented in person or by proxy.  
Tanja Durik, Property Manager - Gateway Property Management

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## **CALL TO ORDER**

At 6:30 p.m. 23 Strata Lots were represented either in person or by proxy. A quorum was established. The meeting was called to order at 6:30 p.m. by the Property Manager. The Owners were welcomed to the Annual General Meeting.

## **ELECTION OF CHAIRPERSON**

With no objections from the floor, it was **MOVED, SECONDED** and unanimously **CARRIED** that the Property Manager chairs the Meeting.

## **PROOF OF NOTICE**

As per the Strata Property Act of British Columbia, proper proof of notice for this meeting must be established. The Annual General Meeting Notices was mailed out on March 20, 2018.

It was **MOVED, SECONDED** and unanimously **CARRIED** that proper proof of notice was given.

## **APPROVAL OF THE AGENDA**

It was **MOVED, SECONDED** and unanimously **CARRIED** to approve the agenda as presented.

## **APPROVAL OF THE PREVIOUS ANNUAL GENERAL MEETING MINUTES**

The Annual General Meeting minutes of May 4, 2017 were presented. There being no errors and omissions noted, it was **MOVED, SECONDED** and unanimously **CARRIED** to approve the minutes of the Annual General Meeting held on May 4, 2017.

## **COUNCIL REPORT**

Council President provided the Ownership with a brief report outlining some of the projects the Strata Council addressed over the past year. For more information, please see attached summary of the maintenance completed in the past year.

## **REPORT ON INSURANCE**

The Property Manager reviewed the 2018-2019 insurance summary with the Owners. It was noted that the insurance is renewed on March 31<sup>st</sup> annually and that each Owner needs to ensure to obtain a copy from Gateway's website and update their home insurance policies accordingly.

The Strata Corporation must obtain and maintain property insurance on common property, common assets, buildings shown on the strata plan, and fixtures built or installed on a strata lot if the fixtures are built or installed by the Owner Developer as part of the original construction of the strata lot.

Fixtures are defined by the Strata Property Regulations as items attached to a building, including floor and wall coverings and electrical and plumbing fixtures, but do not include, if they can be removed without damage to the building, refrigerators, stoves, dishwashers, microwaves, washers, dryers or other items.

The property insurance must be on the basis of full replacement value and insure against major perils, as set out in the Strata Property Regulations, and any other perils specified in the Strata Corporation bylaws. The Strata Corporation must also obtain and maintain insurance against liability for property damage and bodily injury.

The Strata Corporation may obtain and maintain insurance for Council members against their liability and expenses for errors and omissions made in the exercise of their powers and performance of their duties as Council members.

It is recommended by Gateway Property Management that Owners obtain and maintain insurance for any or all of the following (a home Owner's policy):

- Loss or damage to the Owner's strata lot and the fixtures referred to above against perils that are not insured by the Strata Corporation, and for amounts that are in excess of amounts insured by the Strata Corporation (above the strata deductible amounts).
- Fixtures in the Owner's strata lot other than the fixtures referred to above.
- Improvements to fixtures referred to above.
- Loss of rental value of the Owner's strata lot in excess of insurance obtained and maintained by the Strata Corporation.
- Liability for property damage and bodily injury, whether occurring on the Owner's strata lot or on the common property.

It is also recommended that in case of a payout by the Strata Corporation on their insurance policy deductible as a result of damage to an Owner's strata lot or other incident relating to the Strata Corporation, that each Owner purchase insurance protection for any possible charges to them for these deductibles. Please have your insurance broker refer to the Strata Corporation Certificate of Insurance which was distributed with the AGM Notice and be made aware that insurance deductibles on the Strata Corporation policy may change with each annual renewal.

#### **APPROVAL OF THE 2018 – 2019 OPERATING BUDGET**

The Property Manager presented the 2018 - 2019 proposed budget. The Strata Council proposed that the projected prior year surplus in the amount of \$8,467.32 be carried forward as revenue to offset the increase in strata fees.

It was **MOVED**, and **SECONDED** to put the proposed budget on floor for discussion.

Following discussion, the vote was called and it was unanimously **CARRIED** to approve the proposed budget as presented.

**Please see the approved fee schedule with no increase.**

#### **¾ VOTE RESOLUTION #1– CRF Expenditure**

The Property Manager presented the ¾ Vote Resolution #1 which read as follows:

STRATA COUNCIL WOULD LIKE TO PROPOSE TO OWNERS TO EXPENSE TO THE CONTINGENCY RESERVE FUND (CRF) THE COST OF COMMON AREA CARPET REPLACEMENT ON 2ND AND 4TH FLOORS OF UP TO A MAXIMUM OF \$6,500. Below is a summary of received proposals:

Plutos Enterprises: \$3, 570  
Canwest Flooring: \$5,818.65  
Multiflooring: \$6,722.31

Attached to this resolution are quotes received. The proposed budget is based on two lower quotes received and allows for some contingency.

**WHEREAS** the Owners Strata Plan BCS401 (The Strata Corporation) proposes to replace common area carpet in 2nd and 4th floor hallways;

**AND WHEREAS** the cost of the proposed common area carpet replacement amounts to approximately \$6,500 including contingency;

**AND WHEREAS** the Strata Corporation would like to expense this cost out of Contingency Reserve Fund (CRF);

**AND WHEREAS** this expenditure from the CRF requires the approval by a resolution passed by  $\frac{3}{4}$  votes of the Owners at a general meeting pursuant to Section 96 (B) of the Strata Property Act;

**THEREFORE, BE IT RESOLVED** that the Owners Strata Plan BCS401 approve expensing the cost of common area carpet replacement on 2nd and 4th floors to their CRF of up to the maximum amount of \$6,500.

END OF RESOLUTION

It was MOVED (SL#3), and SECONDED (SL# 23) to approve the  $\frac{3}{4}$  Vote Resolution #1 as presented.

Following discussion, a vote was called and the results were as follows:

23 In Favor, 0 Opposed, 0 Abstained

**CARRIED**

**$\frac{3}{4}$  VOTE RESOLUTION #2– CRF Expenditure**

The Property Manager presented the  $\frac{3}{4}$  Vote Resolution #2 which read as follows:

STRATA COUNCIL WOULD LIKE TO PROPOSE TO OWNERS TO EXPENSE TO THE CONTINGENCY RESERVE FUND (CRF) THE COST OF COMMON AREA CARPET REPLACEMENT ON EMERGENCY STAIRS OF UP TO A MAXIMUM OF \$7,500. Below is a summary of received proposals:

Plutos Enterprises: \$7,035.00

Canwest Flooring: \$5,603.51

Multiflooring: \$7,356.26

The proposed budget allows for some contingency.

**WHEREAS** the Owners Strata Plan BCS401 (The Strata Corporation) proposes to replace common area carpet on emergency stairs;

**AND WHEREAS** the cost of the proposed common area carpet replacement amounts to approximately \$7,500 including contingency;

**AND WHEREAS** the Strata Corporation would like to expense this cost out of Contingency Reserve Fund (CRF);

**AND WHEREAS** this expenditure from the CRF requires the approval by a resolution passed by  $\frac{3}{4}$  votes of the Owners at a general meeting pursuant to Section 96 (B) of the Strata Property Act;

**THEREFORE, BE IT RESOLVED** that the Owners Strata Plan BCS401 approve expensing the cost of common area carpet replacement on emergency stairs to their CRF of up to the maximum amount of \$7,500.

END OF RESOLUTION

It was MOVED (SL#23), and SECONDED (SL# 12) to approve the  $\frac{3}{4}$  Vote Resolution #2 as presented.

Following discussion, a vote was called and the results were as follows:

0 In Favor, 23 Opposed, 0 Abstained

**DEFEATED**

**$\frac{3}{4}$  VOTE RESOLUTION #3– Bylaw Amendment – Quorum**

The Property Manager presented the  $\frac{3}{4}$  Vote Resolution #3 which read as follows:

**WHEREAS** pursuant to s. 128 of the Strata Property Act, S.B.C. 1998, c. 43 (the "Act") a strata corporation may amend its bylaws;

**AND WHEREAS** pursuant to s. 119(2) of the Act states that the bylaws of a strata corporation may provide for the control, management, maintenance, use and enjoyment of its strata lots;

**BE IT RESOLVED** by a ¾ vote of THE OWNERS, STRATA PLAN BCS401 (the “Strata Corporation”) that the bylaws of the Strata Corporation be amended by adding the following bylaw:

**Quorum**

32 Pursuant to Section 48(3) of the Strata Property Act, if within 15 minutes from the time appointed for an annual or special general meeting a quorum is not present in person or by proxy, those eligible voters present in person or by proxy will constitute a quorum and the meeting will be called to order.  
End of Resolution

END OF RESOLUTION

It was MOVED (SL#15), and SECONDED (SL#4) to approve the ¾ Vote Resolution #3 as presented.

Following discussion, a vote was called and the results were as follows:

13 In Favor, 10 Opposed, 0 Abstained

**DEFEATED**

**¾ VOTE RESOLUTION #4– Bylaw Amendment – No Smoking**

The Property Manager presented the ¾ Vote Resolution #4 which read as follows:

**WHEREAS** pursuant to s. 128 of the Strata Property Act, S.B.C. 1998, c. 43 (the “Act”) a strata corporation may amend its bylaws;

**AND WHEREAS** pursuant to s. 119(2) of the Act states that the bylaws of a strata corporation may provide for the control, management, maintenance, use and enjoyment of its strata lots;

**BE IT RESOLVED** by a ¾ vote of THE OWNERS, STRATA PLAN BCS401 (the “Strata Corporation”) that the bylaws of the Strata Corporation be amended by adding the following bylaw:

**No Smoking**

33 (1) For the purposes of this bylaw 33, the following definitions apply:

- (a) “smoke” or “smoking” includes inhaling, exhaling, burning or carrying of a lighted cigarette, cigar, pipe, hookah pipe or other lighted smoking equipment that burns tobacco or other weed substances;
- (b) “vape” or “vaping” includes inhaling, exhaling, vapourizing or carrying or using an activated cigarette.

33 (2) A resident or visitor must not smoke or vape in or on the following areas:

- (a) any common property that is located within a building (including hallways, elevators, parking garages, service rooms, storage lockers, stairs and amenity rooms) or on a balcony, patio or deck that is designated as limited common property;
- (b) a balcony, patio or deck;
- (c) anywhere on the exterior common property that is within 3 metres of a door, window or air intake;
- (d) anywhere in the building including within a Strata Lot.

END OF RESOLUTION

It was MOVED (SL#9), and SECONDED (SL#3) to approve the ¾ Vote Resolution #4 as presented.

Following discussion, a vote was called and the results were as follows:

6 In Favor, 17 Opposed, 0 Abstained

**DEFEATED**

**¾ VOTE RESOLUTION #5– Bylaw Amendment – Production of Marijuana and Illegal Substances**

The Property Manager presented the ¾ Vote Resolution #5 which read as follows:

**WHEREAS** pursuant to s. 128 of the Strata Property Act, S.B.C. 1998, c. 43 (the “Act”) a strata corporation may amend its bylaws;

**AND WHEREAS** pursuant to s. 119(2) of the Act states that the bylaws of a strata corporation may provide for the control, management, maintenance, use and enjoyment of its strata lots;

**BE IT RESOLVED** by a  $\frac{3}{4}$  vote of THE OWNERS, STRATA PLAN BCS401 (the "Strata Corporation") that the bylaws of the Strata Corporation be amended by adding the following bylaw:

**Production of Medicinal Marijuana**

34 (1) An owner, tenant or occupant must not permit a marijuana grow operation or production facility or allow such activities to operate or function within or outside of a Strata Lot, regardless of whether such operation is licensed or otherwise permitted by any government authority.

(2) Should any owner, tenant, or occupant violate this bylaw, any resultant increase in the insurance premium of the Strata Corporation must be borne solely to the owner of the Strata Lot regardless of whether the owner had any knowledge or involvement in such violation. These costs will be payable within fourteen (14) days of written notification from the Strata Corporation. Nothing in this bylaw will be construed as a restriction on the rights of the Strata Corporation to pursue all remedies against the offending owner, tenant or occupant at law, including injunctive relief.

**Production of Illegal Substances**

35(1) An owner, tenant or occupant must not produce illegal substances or allow such activities to operate or function within or outside of a Strata Lot.

(2) Should any owner, tenant, or occupant violate this bylaw, any resultant increase in the insurance premium of the Strata Corporation must be borne solely to the owner of the Strata Lot regardless of whether the owner had any knowledge or involvement in such violation. These costs will be payable within fourteen (14) days of written notification from the Strata Corporation. Nothing in this bylaw will be construed as a restriction on the rights of the Strata Corporation to pursue all remedies against the offending owner, tenant or occupant at law, including injunctive relief.

END OF RESOLUTION

It was MOVED (SL#11), and SECONDED (SL#23) to approve the  $\frac{3}{4}$  Vote Resolution #5 as presented.

Following discussion, a vote was called and the results were as follows:

22 In Favor, 0 Opposed, 1 Abstained

**CARRIED**

**$\frac{3}{4}$  VOTE RESOLUTION #6 – Depreciation Report Waiver**

The Property Manager presented the  $\frac{3}{4}$  Vote Resolution #6 which read as follows:

**Preamble:** Strata Council for Strata Plan BCS401 proposes to the Owners to approve deferral of the Depreciation Report renewal at this time due to the carpet replacement project funding

**WHEREAS** the Strata Property Act (Act) and Strata Regulations of BC, Strata Corporations are required to complete a depreciation report by December 14, 2013 in the case of the Strata Corporation that existed on December 14, 2011 or the prescribed date, in all other cases, unless waived by a  $\frac{3}{4}$  Vote Resolution by the Owners. This report outlines the estimated life expectance of all common areas and aspects of the property. The report also supplies a financial summary and projection based on when large capital projects would like to be completed.

**AND WHEREAS** the Depreciation Report is required to be renewed every 3 years;

**AND WHEREAS** the Depreciation Report for Semiahmoo Place was finalized on June 25, 2015;

**AND WHEREAS** the Act, the Ownership will need to vote against completing or renewing a depreciation report at every Annual General Meeting;

**AND WHEREAS** the Strata Council would like to propose to the Owners not to renew the Depreciation Report this fiscal year;

**THEREFORE BE IT RESOLVED** by a  $\frac{3}{4}$  Vote Resolution of the Owners Strata Plan BCS401 that depreciation report will not be renewed for the fiscal year ending March 31, 2019. The Resolution will be put forward and voted on again, as per the Strata Property Act and Strata Regulations of BC at the 2019 Annual General Meeting.

END OF RESOLUTION

It was **MOVED** (SL#3), and **SECONDED** (SL#8) to approve the  $\frac{3}{4}$  Vote Resolution #6 as presented.

Following discussion, a vote was called and the results were as follows:

23 In Favor, 0 Opposed, 0 Abstained

**CARRIED**

### **NEW BUSINESS**

Owners asked that new Strata Council shares their contact information with all owners. Strata Council advised the contact information has always been provided in the past, and that new Strata Council will also include contact details in the Minutes of the Annual General Meeting.

### **ELECTION OF COUNCIL**

The current Strata Council was thanked for their time, efforts and commitment. The floor was opened for nominations or volunteers. The following members volunteered or were nominated to the 2018-2019 Strata Council:

<u>NAME&amp;UNIT</u>	<u>PHONE NUMBER</u>
Chris Laing #106	P: 604-541-8440
Wendy Abells #307	P: 604-619-6805
Donna Marshall #208	P: 604-531-3941
Lorraine Allen- Offsite	P: 778-549-3890

The Property Manager then asked three times for further nominations from the floor. The vote was called and it was **MOVED, SECONDED** and unanimously **CARRIED** to elect above listed Owners to 2018-2019 Strata Council.

### **TERMINATION**

There being no further business, it was **MOVED, SECONDED** and unanimously **CARRIED** to terminate the meeting at 7:38 p.m.

**Minutes Distribution:** In order to cut the cost of copying and postage, the Strata Council decided that minutes of the Council Meetings will be emailed and posted on Gateway's website in the future. If you wish to receive a hard copy of the minutes, please contact Simona Popa at [spopa@gatewaypm.com](mailto:spopa@gatewaypm.com).

\*\*\*Please retain at least 24 months of Strata Council and General Meeting minutes. Should you decide to sell or re-mortgage your suite, these minutes will be required by the potential purchaser or lending institute. The Property Management Company has copies of the minutes however there would be a charge for obtaining a copy of the minutes.\*\*\*

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Property Manager

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**MINUTES OF THE STRATA COUNCIL MEETING  
SEMIAHMOO PLACE, STRATA PLAN BCS 401  
April 11, 2018**

**Held at 7:40 p.m. in the Semiahmoo Meeting Room**

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**IN ATTENDANCE:**

Chris Laing	Council President
Donna Marshall	Council Vice- President
Wendy Abells	Treasurer, Secretary
Lorraine Allen	Privacy Officer
Tanja Durik	Gateway Property Management

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Following the Termination of the Annual General Meeting, newly appointed Council met briefly to appoint positions and discuss most urgent matters. Following are the minutes of this Meeting:

**CALL TO ORDER**

The meeting was called to order at 7:40 p.m. by the Property Manager

**AGENDA**

Council agreed that the following matters be on the agenda for discussion:

**ELECTION OF STRATA COUNCIL POSITIONS**

Council Moved, Seconded, and unanimously Carried that following positions be appointed

Chris Laing	Council President
Donna Marshall	Council Vice- President
Wendy Abells	Treasurer, Secretary
Lorraine Allen	Privacy Officer
Tanja Durik	Gateway Property Management

Council also agreed that Donna Marshall will continue to take care of enterphone and fobs, Chris Liang will be in charge of maintenance items and Lorraine will be in charge of maintaining residents' contact records.

**CARPET REPLACEMENT IN 2<sup>ND</sup> AND 4<sup>TH</sup> FLOOR HALLWAYS**

Since the budget has now been approved by Owners, Council reviewed the three proposals and unanimously approved the lowest quote submitted by Ploutos Enterprises. However, before the approval may be given to the contractor, Council will work with a resident volunteer to set out a detailed installation process they wish the contractor to follow.

**GENERAL MAINTENANCE ITEMS**

Following general maintenance items were discussed:

- Columbia Irrigation will be contacted to start up the irrigation system.
- Annual Fire Inspection is due in May. This will be scheduled with Vancouver Fire and notices sent to residents in advance.
- The landscaper will be reminded about approved landscaping improvements and asked for a timeline for completion of the work.

**TERMINATION OF THE MEETING AND NEXT COUNCIL MEETING**

With no further business to discuss, the Meeting was terminated at 8:10 p.m. The next meeting will be scheduled via email.

**SEMIAHMOO PLACE APPROVED FEE SCHEDULE**  
**STRATA CORPORATION BCS 401**  
**CONDOMINIUM FEES**  
**EFFECTIVE APRIL 01, 2018**

<b>Strata Lot #</b>	<b>Suite #</b>	<b>Unit Entitlement</b>	<b>Current Fee</b>	<b>Operating Contribution</b>	<b>CRF Contribution</b>	<b>Approved Strata Fee</b>
101	4	90	\$ 341.62	\$ 304.74	\$ 36.88	\$ 341.62
102	1	90	\$ 341.62	\$ 304.74	\$ 36.88	\$ 341.62
103	5	70	\$ 265.70	\$ 237.02	\$ 28.68	\$ 265.70
104	2	93	\$ 353.01	\$ 314.90	\$ 38.11	\$ 353.01
105	6	74	\$ 280.89	\$ 250.57	\$ 30.32	\$ 280.89
106	3	90	\$ 341.62	\$ 304.74	\$ 36.88	\$ 341.62
107	7	90	\$ 341.62	\$ 304.74	\$ 36.88	\$ 341.62
201	12	90	\$ 341.62	\$ 304.74	\$ 36.88	\$ 341.62
202	8	90	\$ 341.62	\$ 304.74	\$ 36.88	\$ 341.62
203	13	82	\$ 311.25	\$ 277.65	\$ 33.60	\$ 311.25
204	9	92	\$ 349.21	\$ 311.51	\$ 37.70	\$ 349.21
205	14	88	\$ 334.03	\$ 297.97	\$ 36.06	\$ 334.03
206	10	92	\$ 349.21	\$ 311.51	\$ 37.70	\$ 349.21
207	15	90	\$ 341.62	\$ 304.74	\$ 36.88	\$ 341.62
208	11	90	\$ 341.62	\$ 304.74	\$ 36.88	\$ 341.62
301	20	90	\$ 341.62	\$ 304.74	\$ 36.88	\$ 341.62
302	16	90	\$ 341.62	\$ 304.74	\$ 36.88	\$ 341.62
303	21	82	\$ 311.25	\$ 277.65	\$ 33.60	\$ 311.25
304	17	92	\$ 349.21	\$ 311.51	\$ 37.70	\$ 349.21
305	22	88	\$ 334.03	\$ 297.97	\$ 36.06	\$ 334.03
306	18	92	\$ 349.21	\$ 311.51	\$ 37.70	\$ 349.21
307	23	90	\$ 341.62	\$ 304.74	\$ 36.88	\$ 341.62
308	19	90	\$ 341.62	\$ 304.74	\$ 36.88	\$ 341.62
401	27	95	\$ 360.60	\$ 321.68	\$ 38.92	\$ 360.60
402	24	95	\$ 360.60	\$ 321.68	\$ 38.92	\$ 360.60
403	28	113	\$ 428.92	\$ 382.62	\$ 46.30	\$ 428.92
404	25	126	\$ 478.27	\$ 426.64	\$ 51.63	\$ 478.27
405	29	95	\$ 360.60	\$ 321.68	\$ 38.92	\$ 360.60
406	26	95	\$ 360.60	\$ 321.68	\$ 38.92	\$ 360.60
<b>Totals</b>		<b>2,644</b>	<b>10,036.03</b>	<b>\$ 8,952.63</b>	<b>\$ 1,083.40</b>	<b>\$ 10,036.03</b>

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**MINUTES OF THE STRATA COUNCIL MEETING  
SEMAHMOO PLACE, STRATA PLAN BCS 401  
January 15, 2018**

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**Held at 7:00 p.m. in the Semiahmoo Meeting Room**

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**PRESENT:** Chris Laing President  
Lois Johnston Treasurer  
Donna Marshall Secretary  
Lorraine Allen Privacy Officer

**REGRETS:** Jordan Dyck Vice-President (Resigned from Council)

**PROPERTY MANAGER:** Tanja Durik Gateway Property Management

**1) CALL TO ORDER**

The meeting was called to order at 7:00 p.m. a quorum being present at the time.

**2) APPROVAL OF THE AGENDA**

It was Moved and Seconded to adopt the agenda as presented. **Unanimously Carried.**

**3) APPROVAL OF THE PREVIOUS MEETING MINUTES**

There being no errors or omissions, it was Moved and Seconded that the Minutes of the Council meeting held on September 11<sup>th</sup>, 2017 be approved. **Unanimously Carried.**

**4) REPORTS**

**Financial Statements**

The financial statements for the period of August to November 2017 were reviewed. It was Moved, Seconded, and **Unanimously Carried** to approve the statements as presented.

**Review of Strata Fee Arrears**

At the time of the meeting there was only one unit Owner \$977.16 owing for a plumbing repair charge back. Council directed the Property Manager to follow up with this owner about payment.

**IMPORTANT REMINDER**

Owners are reminded that Strata fees are due payable on the first of every month, without an invoice. A 10% interest will be charged on all outstanding accounts per Strata Corporation's bylaws. Additionally, a lien will be placed against the title of a strata lot if the strata fees are 3 months in arrears. The lien charge is \$450.00 plus applicable taxes, which will be charged to the delinquent owner's account. If the arrears remain unpaid after a lien was placed on the strata lot, the accounts will be sent to lawyers for collections.

**Legal or Civil Resolution Tribunal (CRT) Claims:** To the best of our knowledge, there are no claims to report.

**5) BUSINESS ARISING FROM THE MINUTES**

- a) **Landscaping Improvements:** Council asked the Property Manager to get an updated quote from LandEscape for replenishing soil in entire yard. A budget has been set aside for this work, which Council considers necessary for the overall improvement of the property. The quote will be reviewed via email.
- b) **Carpet Installation on Floors 2&4:** Current budget constrains do not allow for this work to be completed as a regular operating budget item. Council discussed and decided to call a townhall meeting with Owners and discuss options to expense this project. The townhall meeting has tentatively been scheduled for February 15<sup>th</sup> in the amenity room. A notice will be sent out in advance. Council would appreciate all Owners taking the time to attend and express their opinion.

- c) **Rooftop Air Handling Unit:** After reviewing further information about the type of the motor that may be installed on this unit, Council approved Ashton's quote of \$1,129.80 to replace the motor in the spring. This decision was made via email and unanimously ratified at the meeting.
- d) **Window Washing and Building Envelope Cleaning:** Window washing and cleaning of the North side of the building envelope has been completed by Clover Clean Maintenance at the total cost of \$2,997.75 inclusive of tax. Council ratified their email decision to approve this contract. The work was reported as satisfactory and the payment approved.
- e) **Dryer Vent and Central Air Cleaning:** This annual maintenance has been completed by Service Master Clean per last meeting decision.
- f) **15 Minute Parking:** The signs have been installed by the City.
- g) **Annual Fire Department Inspection:** The inspection was done on June 6<sup>th</sup>. Fire Department issued minor deficiency list and work order to Strata. All required work was reported as completed at the time of the meeting. Council ratified all email decisions with respect to the costs associated with this work.

**6) NEW BUSINESS**

- a) **Perimeter Drain Cleaning:** Some reports of the clogged perimeter drains have been received. Strata had several contractors attend providing different opinions on this issue. Following the review of all opinions and quotes, Council approved Rick MacDonald Contracting to clean two drains they considered necessary to clean at \$270 plus tax. Should they notice any further work is required they will advise Council accordingly.
- b) **Kitchen Drains:** Ashton Service Group attended to one more back up in the kitchen drain line in October 2017. They noted the backup was due to the resident of the affected unit throwing grease down the drain. The owner of the unit has been charged back for the cost of this service call as decided by a unanimous vote of the Council.

**RESIDENTS ARE REMINDED TO PLEASE DO NOT put the following through kitchen drains: grease, cooking oil, coffee grounds, rice, pieces of vegetables or animal products, as this builds up in the pipes causing blockages and allows sewer water to back up into kitchen sinks. Under no circumstances should cooking oil be disposed of down the kitchen sink drain. This oil congeals and forms a solid blockage of grease in the drainage pipes and results in clogging of the pipes, which cause sink backups. Used cooking oil should be placed in a container until congealed, and then disposed of in the organic waste bin. If backups are found to be caused as a result of congealed oil/grease, the owner of the unit will be responsible for the resultant costs.**

**As well, DO NOT FLUSH DOWN THE TOILETS the following items: cleaning, facial wipes, disposable diapers, nursing pads and baby wipes, hair, grease, tampons and pads, paper towels, cotton balls and swabs, dental floss, cat litter and pet hair, prescription medication, and Band-Aids.**

- c) **Recycling:** It has been noted that there are some non-recyclable items being thrown in recycling bins. Please see attached important notice about recycling.

- d) **Annual General Meeting (AGM):** The AGM has been tentatively scheduled for April 11<sup>th</sup> 2018. Notices will be sent out in advance.

**CORRESPONDENCE**

There was no correspondence to discuss.

7) **NEXT MEETING**

The next meeting is the townhall meeting scheduled for February 15<sup>th</sup> 2018.

8) **TERMINATION OF THE MEETING**

There being no further business, the meeting was terminated at 7:55 p.m.

**Minutes Distribution:** In order to cut the cost of copying and postage, the Strata Council decided that minutes of the Council Meetings will be emailed and posted on Gateway's website in the future. If you wish to receive a hard copy of the minutes, please contact Simona Popa at [spopa@gatewaypm.com](mailto:spopa@gatewaypm.com).

*\*\*\*Please retain at least 24 months of Strata Council and General Meeting minutes. Should you decide to sell or re-mortgage your suite, these minutes will be required by the potential purchaser or lending institute. The Property Management Company has copies of the minutes however there would be a charge for obtaining a copy of the minutes.\*\*\**

Gateway Property Management Corporation	Main Switchboard	(604) 635-5000
400-11950-80th Avenue	Fax	(604) 635-5001
Delta, B.C.	Tanja Durik	
V4C 1Y2	Property Manager	(604) 635-5052
	<a href="mailto:tdurik@gatewaypm.com">tdurik@gatewaypm.com</a>	
	Silvia Hoogstins	
	Director of Property Management	(604) 635-5052
	<a href="mailto:shoogstins@gatewaypm.com">shoogstins@gatewaypm.com</a>	

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**MINUTES OF THE STRATA COUNCIL MEETING  
SEMIAHMOO PLACE, STRATA PLAN BCS 401  
September 11, 2017**

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**Held at 7:00 p.m. in the Semiahmoo Meeting Room**

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**PRESENT:** Chris Laing President  
Jordan Dyck Vice-President  
Lois Johnston Treasurer  
Donna Marshall Secretary  
Lorraine Allen Privacy Officer

**PROPERTY MANAGER:** Tanja Durik Gateway Property Management

**1) CALL TO ORDER**

The meeting was called to order at 7:00 p.m. a quorum being present at the time.

**2) APPROVAL OF THE AGENDA**

It was Moved and Seconded to adopt the agenda after a few amendments. **Unanimously Carried.**

**3) APPROVAL OF THE PREVIOUS MEETING MINUTES**

There being no errors or omissions, it was Moved and Seconded that the Minutes of the Council meeting held on June 5, 2017 be approved. **Unanimously Carried.**

**4) REPORTS**

**Financial Statements**

The financial statements for the period of May to July 2017 were reviewed. It was Moved, Seconded, and **Unanimously Carried** to approve the statements as presented.

**Review of Strata Fee Arrears**

At the time of the meeting there was only one unit owner owing \$50 for a fob purchase. Council will follow up with this owner about payment.

**IMPORTANT REMINDER**

Owners are reminded that Strata fees are due payable on the first of every month, without an invoice. A 10% interest will be charged on all outstanding accounts per Strata Corporation's bylaws. Additionally, a lien will be placed against the title of a strata lot if the strata fees are 3 months in arrears. The lien charge is \$450.00 plus applicable taxes, which will be charged to the delinquent owner's account. If the arrears remain unpaid after a lien was placed on the strata lot, the accounts will be sent to lawyers for collections.

**Legal or Civil Resolution Tribunal (CRT) Claims:** To the best of our knowledge, there are no claims to report.

**5) BUSINESS ARISING FROM THE MINUTES**

- a) **Landscaping Improvements:** This item was tabled due to budget constraints.
- b) **Fibre Optics:** Fibre Optics installation has now been completed.
- c) **Carpet Installation on floors 2&4:** Discussion on this item has been tabled due to budget constraints.
- d) **Window Washing and Building Envelope Cleaning:** Window washing and cleaning of the North side of the building envelope has been completed by Clover Clean Maintenance at the total cost of \$2,997.75 inclusive of tax. Council ratified their email decision to approve this contract. The work was reported as satisfactory and the payment approved.

- e) **Dryer Vent and Central Air Cleaning:** This annual maintenance has been completed by Service Master Clean per last meeting decision.
- f) **15 Minute Parking:** The signs have been installed by the City.
- g) **Annual Fire Department Inspection:** The inspection was done on June 6<sup>th</sup>. Fire Department issued minor deficiency list and work order to Strata. All required work was reported as completed at the time of the meeting. Council ratified all email decisions with respect to the costs associated with this work.

**6) NEW BUSINESS**

- a) **Roof Maintenance:** Harvard Roofing completed their annual roof inspection and submitted their recommendation to Council. Council approved via email the cost of \$3,175.15 plus tax for the needed roof maintenance. This decision was ratified at the meeting. The work was reported as completed at the time of the meeting.
- b) **Rooftop Air Handling Unit:** Ashton Service Group noted that one of the air handling units require new motor. Their quote was submitted to Council for review. Because of some discrepancies with respect to the type of the motor that is recommended, Strata Council has asked for further clarifications before the work may be approved. The decision will be made via email.
- c) **Snow Removal:** Winter season is fast approaching. Strata Council has agreed that snow removal and de-icing will be done by volunteers again this year. Any owners wishing to volunteer for this task should contact the property manager.
- d) **Bicycle Storage:** Owners are reminded that all bicycles should be stored in the bike room and not in the parkade or any other common areas of the building. Any unwanted bicycles should be removed from premises.
- e) **Bottle Recycling:** Strata Council is looking for a volunteer to take recyclables to a recycling depot. Any interested residents should contact the property manager.

**7) CORRESPONDENCE**

There was no correspondence to discuss.

**8) NEXT MEETING**

The next meeting is scheduled for January 15, 2018 at 7:00 p.m.

**9) TERMINATION OF THE MEETING**

There being no further business, the meeting was terminated at 7:58 p.m.

**Minutes Distribution:** In order to cut the cost of copying and postage, the Strata Council decided that minutes of the Council Meetings will be emailed and posted on Gateway's website in the future. If you wish to receive a hard copy of the minutes, please contact Simona Popa at [spopa@gatewaypm.com](mailto:spopa@gatewaypm.com).

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